

WORKDAY RECRUITING TRAINING



SESSION 2

7.23.25



Workday Recruiting Accelerator

Virtual Series – A comprehensive walkthrough of the hiring lifecycle, presented through demonstration and discussion.

- > **Who Should Attend**

- UW hiring managers, recruiters, and staff involved in the hiring process

- > **Live Zoom Training Sessions**

- **Dates:** Tuesdays & Wednesdays, July 22, 23, 29, and 30
- **Time:** 9:00 AM – 11:30 AM

- > **Session Topics**

- **Session 1:** *Staff Hiring Activities Overview*
- **Session 2:** Initiating a Recruitment
- **Session 3:** Managing the Job Application Business Process & Managing Candidates
- **Session 4:** The Applicant Experience

Workday Recruiting Labs

In-Person Sessions – Hands-on practice opportunities

- > ***For Hiring Managers and Recruiters who work with UTemp Staffing ONLY!***
 - **Location:** Virtual, Zoom
 - **Date:** Tuesday, August 5
 - **Time:** 9:00 AM – 11:30 AM

- > ***For UW Hiring Managers and HR Unit Partners***
 - **Location:** In-person, Gateway Building, 4320 Brooklyn Ave NE, POD Classroom 223
 - **Dates:**
 - > Wednesday, August 6,
 - > Thursday, August 7
 - > Wednesday, August 13
 - **Time:** 1:00 PM – 3:30 PM
 - **What to bring:** Laptop

Session 2 Learning Objectives



This session prepares you to be able to:

- List the three **Workday Requisition Types** and when to use each.
- Identify and explain the purpose of **new fields** in the "Create Requisition" business process.
- Initiate **a Workday requisition** from creation to posting.

Activity

Poll

W

Job Requisitions



Job Requisitions: Change Highlights

- > **New Fields:** Added for efficiency and reporting purposes
- > **Three requisition types**
 - > Standard
 - > Evergreen
 - > Confidential
- > **Goal:** Simplify management and reporting of different types of recruitments

Standard Job Requisitions

	UWHIRES	WDR
Competitive Recruitments	✓	✓
Direct Hires	✓	✗
Department candidate-bank hires	✓	✓
Campus-wide candidate-bank hires	✓	✗

Creating a Standard Requisition

Demo

New Requisition Types



NEW Requisition Types



CONFIDENTIAL

USE CASES

- Direct hires
- UTemp jobs
- Campus-wide candidate bank hires
- Search waiver hires

STRUCTURE

- Initiated by an HCM Initiate 2 or HR Partner
- Creates a Requisition and a Position
- Does not post to job sites
- Recruiters invite pre-identified candidates to apply



EVERGREEN

- Candidate bank sourcing
 - (for applicants hired on standard or confidential requisitions)

- Initiated by Recruiters and UTemp (only)
- Are always paired with Standard or Confidential requisitions

Confidential Requisitions: **Initiates Separately**



Create Confidential Job Requisition

Supervisory Organization *

Worker Type *

Employee

▼

OK

Cancel

Confidential Requisitions: Asks for Hire Details



CONFIDENTIAL

Noncompetitive Hire Details

Intended hire's name (Enter First Name Last Name only): *

Intended hire's email address:

*

Desired start date:

*

Desired End Date:

Proposed pay rate (hourly or monthly amount):

*

Indicate whether this position is designated as essential

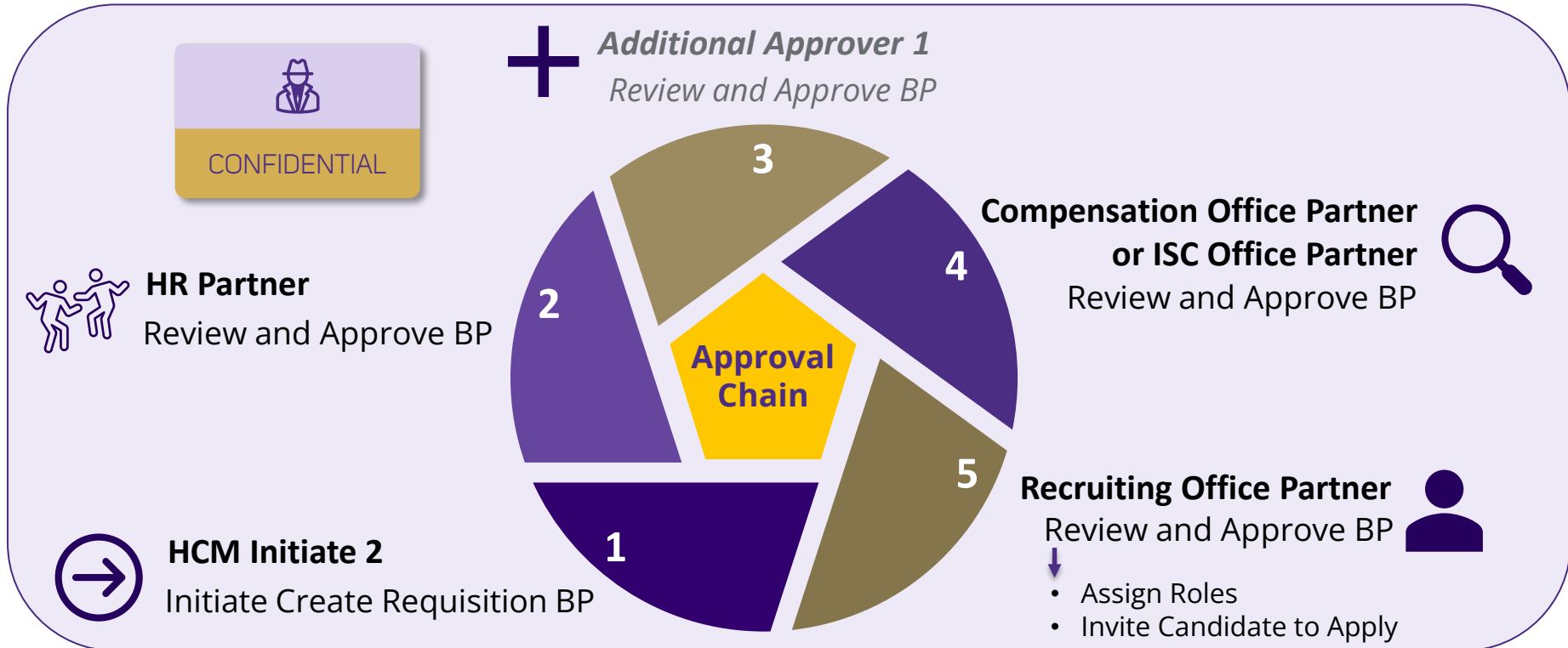
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Confidential Requisitions: **Approval Chain**



New Requisition Types



CONFIDENTIAL

USE CASES

STRUCTURE



EVERGREEN

- Candidate bank sourcing
 - (for applicants hired on standard or confidential requisitions)

- Initiated by Recruiters and UTemp (only)
- Candidates are moved to the hiring requisition only at the offer stage

Evergreen Reqs:

Department Candidate Banks



HCM Initiate 2

Create **PN & Standard Req**



EVERGREEN

Step 1



ROP / UTOP

Create and post
Evergreen req.

*Note: Applicants will
apply on this req.*

Step 2



ROP / UTOP

On Evergreen Req...
Review applicants

Step 3



**Manager /
Delegate**

On Evergreen Req...
→ Screen
→ Interview
→ Reference

Step 4



**Manager /
Delegate**

At Offer Stage...
Copy finalist to linked
Standard req

Step 5



Approvals

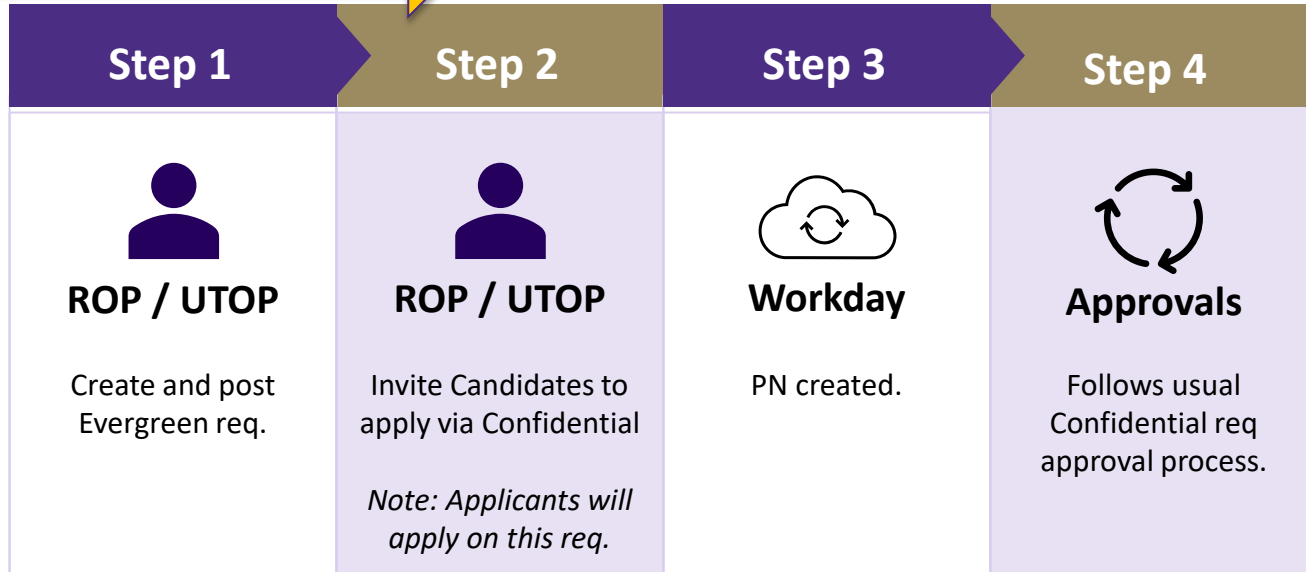
Follows usual
Standard req
approval process.

Evergreen Reqs: Campus-wide Candidate Banks



HCM Initiate 2

Create **Confidential Req**



Job Requisitions: Recap

- > **Three requisition types**
 - > Standard
 - > Confidential
 - > Evergreen
- > **New Fields:** Added for efficiency and reporting purposes
- > **Goal:** Simplify management and reporting of different types of recruitments

Session 2 Recap



Knowledge Check



Q & A

Questions?

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Thank You!



Session 3 Reminder

> **July 29th from 9AM-11:30AM PST.**